



## State of Connecticut JOB POSTING

Posted: July 3, 2014

- POSITION:** **Part-Time Educational Assistant (ASSISTANT DIRECTOR OF STUDENT ACTIVITIES)**  
Part-time (16 hours per week)
- ANTICIPATED START DATE:** September 2014
- MINIMUM QUALIFICATIONS:** Bachelor's Degree in Education or a field related to the position requirements along with at least one year professional office administration and/or student affairs experience.
- The successful candidate must demonstrate knowledge, skills, and abilities in the following areas:
- Student Affairs and Student Development;
  - Assisting with the operation of a department/division;
  - Effective oral and written communications;
  - Strong information technology literary skills;
  - Effective performance in a diverse work environment;
  - Student relations and supervision; and
  - Strong interpersonal skills to work effectively with general public and student clubs.
- Must be flexible to work some evenings and weekends**
- Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.
- PREFERRED QUALIFICATIONS:** Experience working in a college environment providing direct services to students, advising student clubs, and planning and executing events. Knowledge of best practices in Student Affairs. Knowledge and/or experience in training on exercise equipment.
- RESPONSIBILITIES:** Under the supervision of the Director of Student Activities, the Assistant Director of Student Activities is responsible for assisting with research, planning, promotion, and execution of student activities; assisting with program planning and operation of the Wellness Center; and other assigned duties. The incumbent will also serve as Advisor of the National Society of Leadership and Success. They may supervise support staff as assigned. This position is required to participate in college meetings; commencement and convocation activities as well as special College meetings. Schedule will include some evenings and weekend hours.
- HOURLY RATE:** \$27.50 per hour
- TO APPLY:** Submit a **letter of interest**, **current resume** and **completed (typed) ConnSCU Board of Regents Employment Application\*** to:
- INCOMPLETE APPLICATION MATERIALS WILL NOT BE ACCEPTED.**
- Human Resources Department  
PT EA-Assistant Director of Student Activities Search  
Housatonic Community College  
900 Lafayette Boulevard  
Bridgeport, CT 06604, or
- NO FAXES PLEASE**
- E-mail: [ho-humanresources@housatonic.edu](mailto:ho-humanresources@housatonic.edu) (**8 PAGES OR LESS**)
- APPLICATION DEADLINE:** Application materials must be **RECEIVED** on or before **August 16, 2014.**

\*Available online at [http://www.hcc.commnet.edu/HR/apps/State\\_App\\_UnclassEEO-2012.docx](http://www.hcc.commnet.edu/HR/apps/State_App_UnclassEEO-2012.docx).

(Employment application must be completed in its entirety; references to resume or CV are not acceptable. Application materials with the incorrect application will not be accepted.)

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies:

900 LAFAYETTE BOULEVARD, BRIDGEPORT, CT 06604-4704 203/332-5000

A Member of the Connecticut State Colleges and Universities

An Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are encouraged to apply



**Housatonic**  
COMMUNITY COLLEGE

Theresa Eisenbach, Equal Employment Opportunity Officer  
900 Lafayette Boulevard  
Bridgeport, CT 06604  
(203) 332-5013

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